

Salary & Teaching Schedule

Technical Guidebooks are located on our website under *K-12 Schools > Salary and Teaching Schedule: [CTIMS \(CareerTech Information Management System\) — CareerTech \(CT\) - okcareertech.org](https://okcareertech.org/ctims)*

Due: September 30th



OKLAHOMA
CareerTech

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OKLAHOMA
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OKLAHOMA
CareerTech

Information Needed Before Starting STS

> Teacher Certification Information

- Certification Type, Certification Number, Awarded Date, Name of Institution & Certification Expiration Date

> Contract & Salary Information

- Contract Begin & End Dates, Base Salary, Health, Retirement & Others

> Number of Unduplicated Students in each grade

> List of students in each class

> Teaching Schedule – Hourly

- 1st period to last period: Begin & End Dates, Begin & End Times



Position Summary

- Click on **Continue Without Saving**

OKLAHOMA CareerTech CTIMS | Hello Comprehensive School Teacher

Dashboard Salary & Scheduling

Enrollment
Salary and Scheduling
Salary Process
Salary & Scheduling
Certification System
Reports
Follow-up

Position Summary

PID * [dropdown] Calendar Year * [dropdown]
Organization Type * Comprehensive Schools Organization * [dropdown]

NOTE: This is your basic position information. Click continue to move to the next screen.

Position Information

Full Name	
Organization Type	Comprehensive Schools
Organization Name	
Organization Code	
PID	
Employee Job Code	066
Employee Job Category	Instructor
Division	Agricultural Education

Continue Without Saving Go to STS Report

Teaching Experience

- Fill in Total Years of Experience on all 4 lines.
- Click Save & Continue.

Dashboard | Salary & Scheduling X

Teaching Experience

Person Details | Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Teaching Experience

NOTE: Indicate the total number of years experience you have as of the start of this fiscal year. Click Save & Continue to move to the next screen

Experience As On Calendar Year * [] PID * []

Code	Experience Description	Total Years of Experience
02	Number of Years taught in Oklahoma, regardless of occupational division	23
03	Number of Years taught in Oklahoma, in current occupational division	23
08	Number of Years taught in current School District	23
09	Total Number of Years in the military	0

Back to Beginning | One Step Back | Save & Continue | Continue Without Saving

Person Information

- Fill in everything required (*).
- Click **Save & Continue**.

Dashboard Salary & Scheduling X

Person Information

Person Details ◀ Back to Beginning ◀ One Step Back ✔ Save & Continue ▶ Continue Without Saving

Person Information

NOTE: Update your basic address information. Click Save & Continue to move to next screen.

Common

Title*

First Name*

Middle Name*

Last Name*

Date of Birth 

SSN*

Last 4 digits of SSN*

Gender*

Race

American Indian Asian Black Hispanic Native Hawaiian Or Pacific Islander White Unknown

◀ Back to Beginning ◀ One Step Back ✔ Save & Continue ▶ Continue Without Saving

Telephone Details

- Fill in telephone Details.
- Select ONE as your primary contact.
- Click **Save & Continue**.

Dashboard | Salary & Scheduling X

Telephone Details

Person Details | Back to Beginning | One Step Back | **Save & Continue** | Continue Without Saving

Telephone Details

NOTE: Update your personal phone number(s). Indicate which number should be used as your primary number by changing NO to Yes under the primary contact column. School primary number cannot be changed. Click Save & Continue to move to the next screen.

Phone Type	Phone Number	Extension	Primary Contact
Mobile			No
Home			No
Other			No
School Primary			Yes
Business Primary			No
Fax			No
Office-1			No
Office-2			No

Back to Beginning | One Step Back | **Save & Continue** | Continue Without Saving

Email Details

- Your school email address is mandatory.
- Select it as your primary contact.
- Click **Save & Continue**.

Dashboard Salary & Scheduling X

Email Details

Person Details

Email Details

NOTE: Update your email(s). Indicate which should be your primary contact by changing NO to YES under the primary contact column. Click Save & Continue to move to the next screen.

Email Type	Email Address	Primary Contact
School		No
Other		No
Home		Yes

Address Details

- Include at least ONE address.
- Click **Save & Continue**.

Dashboard Salary & Scheduling X

Address Details

Person Details

Address Details

NOTE: Update personal information. Click Save & Continue to move to the next screen.

Address Type	Street Address*	Apartment Room Or Suite Number	City*	County	State*	Zip Code*
Home						
Office Mail						
Office Physical						

Degree Details

- Fill in degree information.
- Click **Save & Continue**.

Dashboard Salary & Scheduling X

Degree Details

Person Details ▼

Education Details ▲

NOTE: Update Degree Details. Click Save & Continue to move to next screen.

Highest Degree Bachelor Degree ▼

Total Hours Completed 120.00 ▲▼

Last College Attended OKLAHOMA ST UN ▼

Certification Details

- Fill in the information that applies to you.
- Click **Save & Continue**.

Dashboard | Salary & Scheduling X

Teacher Certification

Person Details | ◀ Back to Beginning | ◀ One Step Back | Save & Continue | ▶ Continue Without Saving ▼

Certification Details

NOTE: Update certification details. Click Save & Continue to move to next screen.

Certification Type	Certification*	Teacher Number	Awarded Date	Name Of Institution	Certification Expiration Date
Type of Teaching Certificate					
Type of Administrative Certificate	None				
Class of Teaching Certificate	Standard				
National Board Certified?	No				

◀ Back to Beginning | ◀ One Step Back | Save & Continue | ▶ Continue Without Saving

Contract & Salary Details

- Fill in contract dates.
- Contact Info: Principal & School Phone Number.
- Fill in salary information.
- Others: Extra CareerTech duties.
- Click **Save & Continue**.

Dashboard | Salary & Scheduling X

Contract and Salary Details

Person Details | ◀ Back to Beginning | ◀ One Step Back | Save & Continue | ▶ Continue Without Saving ▼

Contract and Salary Details ▲

PID * Calendar Year *
Organization Type * Comprehensive Schools Organization *

NOTE: Update contract dates, salary information and who to contact at your school if there are questions regarding this information. Do not include CareerTech reimbursement in your salary information. Click Save & Continue to move to the next screen.

Contract Date From*
Contract Date To*
Contact Name*
Contact Title*
Contact Phone*

Salary Component	Salary Amount	Comments
Base Salary (Yearly)*	\$0.00	
Health (Yearly)*	\$0.00	
Retire (Yearly)*	\$0.00	
Others (Yearly)*	\$0.00	
Reimbursed Approved		

◀ Back to Beginning | ◀ One Step Back | Save & Continue | ▶ Continue Without Saving

Salary Scheduling/Unduplicated Enrollment

- Fill in School Start & End Dates. (1st & last day of school). **Might differ from contract dates.*
- Enter unduplicated enrollment by grade numbers.
- Click **Save & Continue**.

Dashboard Salary & Scheduling X

Salary Scheduling

Person Details ◀ Back to Beginning ◀ One Step Back ✔ Save & Continue ▶ Continue Without Saving

Teaching Schedule Request -

Update Total Student in each Grade Level for each Gender

NOTE: Update school start/end dates, hours taught daily, and students served. Hit Save & continue to move to the next screen.

School Start Date* School End Date*

What Days Do You Teach?

Monday*	Tuesday*	Wednesday*	Thursday*	Friday*	Saturday*
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Unduplicated Enrollment by Grade Level	Total by Grade Level
Fifth Grade	0
Sixth Grade	0
Seventh Grade	0
Eighth Grade	0
Ninth Grade	0
Tenth Grade	0
Eleventh Grade	0
Twelfth Grade	0

◀ Back to Beginning ◀ One Step Back ✔ Save & Continue ▶ Continue Without Saving

Daily Class Schedule

- Fill in class schedule by period. *Put comments explain anything in the comments section.*
- Click **Save & Continue**.

Dashboard Salary & Scheduling X

Salary Scheduling

Person Details [Back to Beginning](#) [One Step Back](#) [Save & Continue](#) [Change Request](#) [Continue Without Saving](#)

Teaching Schedule Request -

Teaching Information

NOTE: List courses you are teaching this school year. Include Lunch Period, Planning Period, etc. Enter comments if needed. Hit Save & Continue to move to the next screen.

[+ Add Period](#)

Period	Course/Activity	Begin Time		End Time		Begin Date	End Date	Grade Level	Male	Female	
1st-First Period		08:05	AM	08:55	AM	08/11/2021	05/19/2022	Eighth Grade	9	12	Delete
2nd-Second Period		09:25	AM	10:12	AM	08/11/2021	05/19/2022	Ninth Grade	9	13	Delete
3rd-Third Period		10:16	AM	11:06	AM	08/11/2021	05/19/2022	Tenth Grade	17	6	Delete
4th-Fourth Period		11:10	AM	12:00	PM	08/11/2021	05/19/2022	Twelfth Grade	9	0	Delete
5th-Fifth Period		12:38	PM	01:28	PM	08/11/2021	05/19/2022	Eleventh Grade	4	2	Delete
		01:22	PM	02:22	PM	08/11/2021	05/19/2022	Twelfth Grade	0	0	Delete
									48	33	

Comments

Format **B** **I** **U** [List of icons]

[Refresh](#) [Back to Beginning](#) [One Step Back](#) [Save & Continue](#) [Change Request](#) [Continue Without Saving](#)

Submission Page

- Acknowledgement Note is mandatory (*) – initials or the date are ok to use.
- Click **Submit for Approval**.

The screenshot shows a web application interface for submitting a salary and teaching schedule. At the top, there are navigation tabs for 'Dashboard' and 'Salary & Scheduling'. The main title is 'Salary & Teaching Schedule Submission'. Below the title is a navigation bar with buttons: 'Back to Beginning', 'One Step Back', 'Save as Draft', 'Submit for Approval', and 'Change Request'. The 'Submit for Approval' button is highlighted with an orange box and an arrow. Below the navigation bar is a section for 'Teaching Schedule Request -' and 'Acknowledgements'. A note states: 'NOTE: Expand the Salary & Teaching Summary Reports link below to select a report to review your information. If correct, enter additional comments into the Acknowledgements box (required). Click on Save As Draft to make changes later or click on Submit For Approval if all data is correct.' Below the note is a checkbox labeled 'The information provided in this report is accurate to the best of my knowledge.' and a text area for 'Acknowledgement Note:'. The text area has a rich text editor toolbar with options for bold, italic, underline, font size, font color, and text alignment. Below the text area is a section for 'Salary & Teaching Summary Reports'. At the bottom, there is another navigation bar with the same buttons as the top one. The 'Submit for Approval' button is again highlighted with an orange box and an arrow.

Dashboard Salary & Scheduling X

Salary & Teaching Schedule Submission

Person Details Back to Beginning One Step Back Save as Draft Submit for Approval Change Request

Teaching Schedule Request -

Acknowledgements

NOTE: Expand the Salary & Teaching Summary Reports link below to select a report to review your information. If correct, enter additional comments into the Acknowledgements box (required). Click on Save As Draft to make changes later or click on Submit For Approval if all data is correct.

The information provided in this report is accurate to the best of my knowledge.

Acknowledgement Note:

B *I* U (inherited size) (inherited font) Format

Salary & Teaching Summary Reports

Back to Beginning One Step Back Save as Draft Submit for Approval Change Request

Change Request

- If your STS was rejected back to you, you can make changes using the **Change Request Process**.
- Click **Salary & Scheduling**.

The screenshot displays the OKLAHOMA CareerTech CTIMS interface. The top navigation bar includes the logo and the text 'OKLAHOMA CareerTech | CTIMS'. Below this, there are tabs for 'Dashboard' and 'Salary & Scheduling'. The left sidebar contains a menu with the following items: Enrollment, Salary and Scheduling (expanded), Salary Process, and Salary & Scheduling (highlighted with an orange box and an arrow). Other items in the sidebar include Certification System, Reports, and Follow-up. The main content area shows a form with the following fields: PID * (53507) and Organization Type * (ODCTE District). A note at the bottom of the form reads: 'NOTE: This is your basic position information. Click continue to move to the Position Information'.

Change Request

- Click **Go to STS Report**.

Dashboard | Salary & Scheduling X

Position Summary

PID * Calendar Year *
Organization Type * Comprehensive Schools Organization * High School

NOTE: This is your basic position information. Click continue to move to the next screen.

Position Information

Full Name	
Organization Type	Comprehensive Schools
Organization Name	High School
Organization Code	081011715
PID	
Employee Job Code	066
Employee Job Category	Instructor
Division	

Continue Without Saving Go to STS Report



Change Request

- Enter **Approval/Rejection Note**.
- Click the **Approve** button to approve your changes and send the Salary & Scheduling report back through the approval process.

Dashboard Salary & Scheduling X

Approval Process - CESI Teaching Scheduling

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Request Number: TCHSCH-2122-16|001705

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note
State Staff for Comprehensive School - 2nd Approval Stage	9/2/2021 7:12:07 AM	State Staff for Comprehensiv...			Reject	<ul style="list-style-type: none">Salary information including your salary stipend for
ODCTE STS Finance Reviewer - Fully Approved Stage						

Current Approval Stage Information

Approved By*

Approver School*

Approver Email*

Approval Stage*

Approver Role*

Approval Date*

Approval/Rejection Note:

Format **B** *I* U

Back Reject Approve

Exporting Report

- Click on Salary & Teaching Summary Reports.
- Click on Teacher Info Spread Sheet.
- Click on the blue disc with a green arrow to choose export format.
- Choose any version to export report – Excel or PDF works best.

Dashboard | Salary & Scheduling X

Salary & Teaching Schedule Submission

Person Details | Back to Beginning | One Step Back | Save as Draft | Submit for Approval | Change Request

Teaching Schedule Request -

Acknowledgements

Salary & Teaching Summary Reports

Teacher Info Spread Sheet

1 of 1 | Find | Next

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

